



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION**

The County provides funding allocations based on available resources to regional, public, and non-profit organizations that deliver services to residents of Loudoun County. Allocations are subject to an annual review and decision process, and allocations may be subject to reduction or discontinuation by the Board of Supervisors. An allocation one year does not guarantee future allocations. For FY 2015, the County provided a total of \$998,129 in funding for non-profit organizations (not including economic development non-profit funding) through the grant application and review process.

Funds will be distributed in two installments for FY 2016 (July 1, 2015 - June 30, 2016). Individual funding recommendations are approved by the Loudoun County Board of Supervisors (BOS) following the annual budget process based on the availability of funds and the priorities set by the BOS. Funding decisions made by the BOS for contributions to regional, public, and non-profit organizations are final.

All organizations approved for funding must complete a Memorandum of Understanding prepared by the County and signed by the appropriate authority for the organization.

HOW TO APPLY

To be considered for funding, organizations must provide services in an Area of Need as approved by the BOS for FY 2016 and outlined under Funding Priorities / Areas of Need on page 2 of this document.

Please note that an organization can apply for funding in one Area of Need only.

Organizations must complete the application using the instructions provided. All applicants are strongly encouraged to submit their application and related documents electronically, by e-mail, using the fillable application form available at www.loudoun.gov/management-financialservices, along with pdf copies of related documents.

Organizations not able to submit electronically should forward three (3) copies each of the completed application and of related materials by mail or in person to the address provided on page 2.

Incomplete or late applications will not be accepted and will therefore not be eligible for funding.

**All applications must be completed and received by
5:00 p.m. on or before Friday, April 3, 2015**

Questions about this application may be directed to Megan Bourke, Budget Manager, via e-mail at megan.bourke@loudoun.gov or by phone at (703) 777 0178

BACKGROUND

Funding is distributed to organizations that provide direct services contributing to the, education, health, and/or well being of Loudoun citizens. The following factors will be considered in evaluating applications:

- The organization's mission is consistent with the County's overall service mission;
- There is documented need for the organization's program or service;
- There are demonstrated positive results for the program or service;
- The program or service provides a direct benefit to Loudoun residents;
- The program or service enhances County functions;
- There are documented efforts by the organization to secure funding from other sources;
- The organization has the administrative resources to administer funds and to implement/oversee the program.

Note: Under VA Code §15.2-953, the County is prohibited from funding an organization that is "... controlled in whole or in part by any church or sectarian society."



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2015 FUNDING APPLICATION**

FUNDING PRIORITIES / AREAS OF NEED

Health and Related Services, including:

- *General Medical - provides medical services to Loudoun residents.*
 - *Mental Health and/or Disability - provides services to Loudoun residents related to living with mental illness or disability, including counseling, referrals, transportation, and other services.*
 - *Dental - provides dental services to Loudoun residents.*
 - *Speech and Hearing Services- provides services for Loudoun residents related to speech and deaf or hard of hearing issues.*
 - *Related - provides supportive services including prenatal care, infant wellness, prescription pick-up, assisted transportation, assistance with basic tasks, independent living support, and hospice services.*
- Hunger and Homelessness Mitigation-*** provides shelter and/or food pantry supply services to Loudoun residents.

Emergency Services - provides responsive services to Loudoun residents in emergency/disaster situations, domestic violence, basic services such as food, shelter, and clothing

Administrative Services - provides administrative or clearinghouse services for other non-profit organizations in the county.

Recreation and Culture - provides recreation activities or cultural events for Loudoun residents.

APPLICATION PREPARATION

Applicants are requested to submit the application and related materials electronically as three separate pdf attachments, via e-mail to ***megan.bourke@loudoun.gov***. For the e-mail, please use the following subject line:

Application for FY 2016 Loudoun County Grant Funding: Your Organization's Name

If sending multiple e-mails due to attachment size, please use above subject line followed by:

1 of 3, 2 of 3, 3 of 3.

Attachment 1: Completed application form

Attachment 2: in the following order, scanned copies of the organization's:

- Strategic Plan
- Most recent audited financial statement, including notes
- Current year financial report
- Most recent completed IRS Form 990.

Attachment 3: in the following order, scanned copies of the organization's:

- Verification of IRS status
- List of Board of Directors
- Names, qualifications, and experience of management staff

Organizations not able to submit electronically should forward one original plus three (3) hard copies of the completed application and related documents, each organized in the same order as outlined above.

Hard-copy submittals should be delivered to the address below:

Attn: Megan Bourke, Budget Manager
Department of Management and Financial Services, 4th Floor
1 Harrison Street, SE, MS #41
Leesburg, VA 20177-7000



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION**

A. Organizational Information

Organization Name:				
Organization Address:	<i>Street address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Phone:			Organization Fax:	
Website:			Federal Tax ID #:	
Contact Person:	<i>First name</i>	<i>Last name</i>	<i>Title</i>	
	<i>Phone number</i>	<i>E-mail address</i>		
Funding Request Amount:				
Signature of Authorized Individual*:				

***PLEASE COMPLETE THE APPLICATION BEFORE ADDING DIGITAL SIGNATURE IN DOTTED BOX ABOVE.**

To sign, select "Document" on the menu bar at the top of the screen, select "Sign", choose option "New PKCS#12 digital ID file", complete "Add Digital ID" form, select "Save". Depending on the version of Adobe Reader installed on your computer, directions may vary. By signing this document you agree that you are in compliance with all local, state, and federal laws.

AFTER SIGNING, PLEASE SCROLL TO PAGE 1, SELECT "SUBMIT FORM", ENTER E-MAIL ADDRESS AND NAME AND SELECT "SEND".

B. General Information. Responses may **not exceed a total of two pages** for all questions in this section.

1. Mission (Limit 2,000 characters)

--



COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION

- 2. Year Founded**
- 3. Years operating in Loudoun County providing described services**
- 4. Major organization milestones (Limit 3,000 characters)**



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION**

C. Agency Services.

Responses may **not exceed a total of 5 pages** for all questions in this section.

1. Please provide a brief description of the services provided in Loudoun County, including:

- a) **Area of Need** under which you are making this application, including program activity and description;
- b) How many years you have provided the services in Loudoun County;



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION**

2. Please describe the method of measuring target goals. (Limit 1,000 characters)

3. Please explain your collaborations with other agencies within Loudoun County (including County departments) that may be providing similar or related programs. (Limit 4,500 characters)



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION**

4. Please explain the positive impacts your services will have on Loudoun County. (Limit 1,500 characters)

5. What changes have been made within your organization from the previous year (including the increase in clients) and what are your goals for this year? Please indicate if there have been none. (Limit 2,000 characters)

6. Please describe specifically how you will use Loudoun County funds identifying at least three measurable goals. (Limit 1,500 characters)



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION**

7. Describe how your organization utilizes volunteer services. (Limit 1,500 characters)

8. What other funding resources is your organization utilizing to fund your organization/project? Include requests that have been submitted, considered and awarded. (Limit 1,500 characters)

9. *For currently funded organizations only* : Explain how your organization uses Loudoun County funding as leverage to obtain funding from other sources. (Limit 1,500 characters)



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION**

10. *For currently funded organizations only:* What would the impact be if Loudoun County eliminates its contribution to your organization? (Limit 1,500 characters)

11. *For New Applicants/Applicants Not Currently Funded Only:* What will the impact of receiving funding be on your organization/project? (Limit 1,500 characters)



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION**

D. Financial Information

Fiscal Year start (mm/dd)	Fiscal Year end (mm/dd)
---------------------------	-------------------------

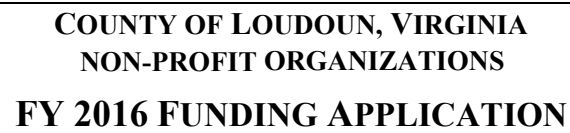
Operating Revenue	FY 13 (Actual)	FY 14 (Actual)	FY 15 (Budget)	FY 16 (Estimated)
County of Loudoun				
-Budget Appropriation				
-TOT Funds*				
-Gas Tax				
-CSBG				
-CDBG				
-Contractual Funds				
-Other Designated Funds				
Other Local Governments				
State Government Grants				
Federal Government Grants				
Contributions/Fundraising				
Program Service Revenue				
Other Funding				
Total Operating Revenue				
Non-Operating Revenue**				
Operating Expenses				
Salaries and Wages				
Fringe Benefits & Payroll Taxes				
Total Personnel				
Occupancy (rent/lease/mortgage)				
Telecommunications				
Postage				
Printing/Copying				
Equipment Purchase/Lease and Maintenance				
Travel				
Professional Development				
Office Supplies				
Professional. Services***				
Dues and Subscriptions				
Depreciation				
Other				
Total Operating Expenses				
Employees and Clients				
Number of Full-time Equivalent Employees				
Number of unduplicated clients				
Loudoun County resident number of unduplicated clients				

*Transient Occupancy Tax; **Capital Project Grants/Donations; ***Legal, accounting, fundraising, consultant



if necessary, continue on next page

**Includes CDBG, CSBG, Gas Tax Award, Transient Occupancy Tax (TOT) Award, Other Designated Funds, Other County Contractual Funds



**Includes CDBG, CSBG, Gas Tax Award, Transient Occupancy Tax (TOT) Award, Other Designated Funds, Other County Contractual Funds



**COUNTY OF LOUDOUN, VIRGINIA
NON-PROFIT ORGANIZATIONS
FY 2016 FUNDING APPLICATION**

E. Attachments

Please provide copies of the following documents related to your organization:

- Strategic Plan, including mission, objectives, and goals
- Most recent audited financial statement, including notes (state reason if no audit has been conducted)
- Current year financial report, such as income statement and balance sheet
- If applicable, the organization's most recent completed IRS form 990
- Verification of Internal Revenue Service (IRS) status (501(c)3 , such as official correspondence from the IRS
- Names of the organization's Board of Directors

F. Application Submittal

**Submit the completed application, including attachments
by 5:00 pm on or before Friday, April 3, 2015 to:
megan.bourke@loudoun.gov**

or, if submitting hard copies:

Attn: Megan Bourke, Budget Manager
Department of Management and Financial Services, 4th Floor
County of Loudoun, Virginia
1 Harrison Street, SE, MS #41
Leesburg, VA 20177-7000

Late, incomplete, or unsigned applications will not be accepted.

Application Checklist

Section A: Organizational Information Sheet
Section B: General Information (does not exceed two pages)
Section C: Agency Services (does not exceed five pages)
Section D: Financial Information
Section E: Attachments
 Strategic Plan
 Most recent audited financial statement, including notes (explanation if no audit conducted)
 Current year financial report
 Most recent completed IRS Form 990
 Verification of IRS status
 List of Board of Directors

Face Sheet signed